



ISSUANCE DATE: MAY 23, 2018

CLOSING DATE: JULY 22, 2018 midnight Guinea Local Time (GMT)

SUBJECT: SOLICITATION NUMBER 72067518R00002 FOR AN OFF-SHORE HIRE US/TCN PERSONAL SERVICES CONTRACTOR – GLOBAL HEALTH SECURITY AGENDA ADVISOR FOR USAID/GUINEA

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development, USAID/Guinea & Sierra Leone, is seeking applications of qualified U.S. Citizens interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Offers must be in accordance with the **Attachment** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/signed/
Cheryl Wilson
Supervisory Executive Officer



I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72067518R00002
2. ISSUANCE DATE: MAY 23, 2018
3. CLOSING DATE/TIME: JULY 22, 2018 at midnight Guinea local time
4. POSITION TITLE: **GLOBAL HEALTH SECURITY AGENDA ADVISOR**
5. MARKET VALUE: GS-14 (\$89,370.00 to \$116,181.00) is the equivalent market value for this position. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
6. PERIOD OF PERFORMANCE: Two (2) years with an option to extend. Extensions will be contingent on satisfactory performance, continued need for the services, availability of funds and subsequent hiring freeze guidance.
7. PLACE OF PERFORMANCE: Conakry, Guinea
8. SECURITY LEVEL REQUIRED: US citizens - FACILITY ACCESS
TCNs: FACILITY ACCESS/ EMPLOYMENT AUTHORIZATION
9. STATEMENT OF DUTIES:

A. OBJECTIVE

The objective of this position is to provide technical expertise to the USAID/Guinea Mission and USAID/W to manage and coordinate activities associated with the GHSA portfolio as it relates to human and animal health in the environment. Successful completion of this objective will require working with a wide array of US Government partners, ministries, regional economic bodies, international organizations, non-governmental organizations (NGOs), and other implementing partners. The highest result will be rapid, effective, and coordinated oversight of GHSA action packages.

The Global Health Security Advisor, working with the USAID Guinea Mission Health team, will provide management and technical expertise to the Mission and USAID/W, with a key focus on achieving results under USAID's GHSA portfolio. The Advisor

will liaise with the Agency's GHSD Unit in Washington. S/he will ensure that the Mission's planning, response, and reporting on GHSA and EPT are carried out in accordance with Agency, State Department, and Congressional directives.

Further, the GHSA Advisor has the responsibility to ensure that all administrative and accountability requirements related to USAID operations are conducted in compliance with Agency Regulations, policies and procedures. The Advisor will consult with Financial Management, Contracting, Executive Office and Legal officers of USAID/W as needed to ensure compliance.

B. MAJOR ROLES AND RESPONSIBILITIES

Program management, technical input, and coordination for GHSA activities in Guinea (90%)

(a) Perform all duties of an Activity Manager for GHSA or AOR/COR, as delegated, and report back to the Agreement Officer Representative (AOR)/Contract Officer Representative (COR). This includes review work plans, quarterly reports, and other contract and agreement deliverables by GHSA implementing partners. Regular program monitoring and communication on behalf of the AORs/CORs as appropriately delegated.

(b) Ensure that the GHSA program is carried out in accordance with USAID directives and in collaboration with other Global Health Security programs in Guinea.

(c) Represent the activity as appropriate to USAID/Guinea Mission and within the USG. Respond to communication requests and other taskers related to this project.

(d) Support development of USAID/Guinea indicators and performance monitoring plan as it relates to GHSA. Monitor progress according to this plan, including compilation and some analysis of indicators.

(e) Coordinate the liaison of GHSA implementing partners with the Government of Guinea and other USG agencies and their partners.

(f) Document and track lessons learned in Guinea which will help guide the implementation of the GHSA program.

(g) Provide leadership to USAID/Guinea and USAID/Washington on infectious disease preparedness, prevention, detection, and response context and capacities in Guinea on Global Health Security to include zoonotic diseases and the One Health approach.

(h) Work closely with USAID/Guinea country team to engage in high-level advocacy with various ministries from host government to ensure effective USAID support to the implementation of GHSA in Guinea. Represent USAID/Guinea to high level USG diplomats and VIPs, Senior Government of Guinea Officials, and other external partners as appropriate - this includes both speaking and written.

(i) Provide technical support/guidance to the host government in establishing effective and improved roadmap to achieving GHSA targets. Ensure the GHSA program is aligned with the Government of Guinea's priorities and GHSA requirements.

(j) Keep abreast of new developments and emerging issues that affect USAID's priorities related to GHSA via literature review, attendance at technical meetings, workshops, and participation in relevant training events. Share relevant

information and recommendations with USAID and other USG colleagues. This includes current information on outbreaks globally and in the region.

(k) Technical representation on One Health Working Groups.

(l) Reinforce the role of Government of Guinea to establish and maintain a coordination network among partners in the country whose activities are related to GHSA activities. Such partners include: bilateral donors such as World Bank, international organizations (WHO, FAO, OIE, etc.), National governments and their relevant ministries, private sector, international and local NGOs, etc.

(m) Develop and maintain relationships with relevant ministries in the country to ensure that assets can be coordinated and provided as support if needed.

(n) Ensure integration of GHSA activities with the broader USAID portfolio. Work closely with USAID country team in Guinea to identify areas of convergence (e.g., common partners, similar streams of work, and key opportunities for linkages) across the USAID development portfolio (e.g., economic growth, environment, education, governance, and health). Work with in-country GHSA partners to ensure that linkages and coordination with the broader development portfolio are understood and integrated.

(o) During disease outbreak situations ensure that GHSA assets are tightly coordinated with interagency leadership in supporting the national government.

(p) Seek opportunities to bring new partners into GHSA programming, including private sector or other donors.

2. Guinea Health Office Support (10%)

As member of the USAID/Guinea Health Office, support the office in its strategic planning, communication, monitoring and evaluation, official representation responsibilities (including service as control officer for VIPs when/if needed) and participating in team meetings and events.

Where need and/or opportunities arise, seek coordination of work between health sectors for a more cost-effective approach.

Support the team to ensure health office coverage at meetings and in the office as needed.

Take relevant USAID training in project and financial management and other required training, and stay current in these areas.

10. AREA OF CONSIDERATION: Open to U.S. citizens & Third Country Nationals

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

A Third Country National by definition is an individual who is neither a citizen of the United States nor of the country to which assigned for duty, and who is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Any questions about this solicitation may be directed to: Conakryhr@usaid.gov

13. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must have the following minimum qualifications.

Education: Minimum of Master's degree in public health, public policy, epidemiology, infectious disease, or similar related discipline are required. Health clinical degrees (MD, veterinary medicine, RN or similar) and/or degrees in a laboratory science in addition to the above Masters are strongly preferred. Additional studies/certificates or training may be an advantage.

Work Experience: The incumbent must have a minimum of eight years' experience in public health (research, program management, project implementation) or related experience, five of which must be in developing countries.

- Experience with an internationally-focused organization working on animal and/or human public health e.g., World Health Organization (WHO), the Food and Agriculture Organization (FAO), the World Organization for Animal Health (OIE), USG or other donors or similar may be an advantage. Familiarity with these organizations is required.
- Experience coordinating complex programs with multiple partners across sectors is required and must be demonstrated. Experience in any of One Health Zoonotic Infectious Disease is an advantage.
- Minimum of five years of experience related to management of programs in developing countries that involve significant partnership and collaboration across ministries or sectors such as the Ministry of Health, Ministry of Livestock or Wildlife, Ministry of Environment and Ministry of Agriculture.
- Experience with monitoring and evaluation methodologies including frameworks, data quality assurance, analysis reporting and best practices in data dissemination in international/resource poor settings.

Knowledge, Skills and Abilities

- Excellent leadership, communications and interpersonal skills.
- High degree of judgment, maturity, ingenuity, and originality to interpret strategy and to analyze, develop, and present work results.
- Knowledge of USAID policies, procedures, and reporting requirements is desirable.
- Specialized knowledge and demonstrated expertise in infectious diseases, surveillance and response, policy implementation, zoonotic diseases (such as, Ebola and Ebola-like diseases).
- Demonstrated ability to understand the strategic purpose and goals of multiple organizations from different sectors (e.g. public health, animal health, and environment), identify and solve problems, coordinate and support activities that lead to mutual success across the different sectors.
- Significant knowledge of program management strategies and monitoring and evaluation methods;
- Excellent organizational skills in order to multitask and stay organized in a complex, frequently changing environment;

- Ability to operate independently with limited direct supervision of day-to-day activities.

Teamwork and Interpersonal Skills (10 points)

- Demonstrated ability to work effectively in a team environment and communicate highly technical information related to animal health, human health, and environment to a variety of technical and non-technical audiences.
- Ability to work effectively with a broad range of stakeholders (Government of Guinea and donor counterparts, U.S. Government personnel and implementing partners, etc.) in a culturally sensitive manner.

Language Communication & Computer Skills

- Fluency in French Level III and English Level IV; in both oral and written communication in professional, technical and policy communication with host country government representatives and partners across sectors.
- Excellent computer skills (MS Word, Excel, Power Point, and Outlook, Access, SPSS and other statistical and other relevant software) are required for effectively operating in this position. Good computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact.

14. EVALUATION AND SELECTION FACTORS:

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

(a). Selection Process

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a United States or Third Country National Personal Service Contractor (USPSC or TCNPSC). "Third Country National" means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Mali), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses.
- Submit a complete application as outlined in the section titled **APPLYING & INSTRUCTIONS TO APPLICANTS**;
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour work week, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested

(b) EVALUATION FACTORS AND BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The applicants are required to provide at least three (3) references who can provide substantive information about his/her past performance and abilities. At least one of the references provided should be a current or former supervisor.

Candidates who are applying for this position must fully meet the education (graduated and degree and/or diploma already received) and work experience, requirements, as specified, at the time of submitting the applications. There is no exception for meeting the minimum requirements.

FACTOR #1:

In 500 words or less, outline how you have demonstrated an ability to work independently, manage competing and/or complex situations, monitoring & evaluation, activity/sector/partner coordination, etc.

FACTOR #2:

In 1,000 words or less, outline how you have demonstrated your knowledge in GHSA activities with regard to donor coordination for One Health strategies. Provide examples of your success in one or more of the position's responsibilities: development and management, planning, communications skills, leadership skills, etc. The candidate must be able to build effective working relationships with senior country officials, USG partners, donors, international financial institutions, and other sector counterparts.

FACTOR #3:

Demonstrated experience in providing technical assistance to designing, implementing and operating in challenging environments.

The Offeror Rating System is as follows:

Evaluation Factors have been assigned the following points:

Factor #1: 25

Factor #2: 25

Factor #3: 25

Total possible points: 70 Points

FACTOR #4 - Interview Performance (30 points)

TOTAL POSSIBLE POINTS: 100

Satisfactory professional Reference Checks will be conducted but yield no points.

15. APPLYING:

All applications must be submitted electronically by e-mail with the subject line - SOL 72067518R00002 - GLOBAL HEALTH SECURITY AGENDA ADVISOR (GHSA) to conakrypscjobs@usaid.gov

Attention: Supervisory Executive Officer
USAID/Guinea & Sierra Leone

- Eligible offerors are required to complete and submit the offer form **AID 302-3**, "Offeror information for Personal Services Contracts," available at <http://www.usaid.gov/forms/>

(Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the Form a302-3 to allow for adequate evaluation of your related and direct experiences.)

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
- Applicants also must address the above Section E: Selection Criteria in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page. Failure to provide this summary statement may result in the applicant not receiving credit for all pertinent experience, education, training, and/or awards.
- **Application letters and Form a302-3 must be signed. Incomplete and unsigned applications/forms will not be considered**

The final selected candidate must obtain **security and medical clearances** within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

This position does not include support for training or international travel (beyond supporting arrival and departure to Post).

16. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

- 1) Application for Application for Federal Employment (AID 302-3).
- 2) Medical History and Examination Forms (DS-6561 and AID Form 1420-62). *
- 3) Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
- 4) Questionnaire for Non-Sensitive Positions (SF-85). *
- 5) Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

The Contractor will be required to obtain a medical clearance prior to service overseas. Also, a temporary employment authorization security clearance must be initiated prior to travel to post of duty.

17. BENEFITS/ALLOWANCES:

As a matter of policy and as appropriate, a PSC is normally authorized benefits and allowances in accordance with AIDAR Appendix D and other relevant Agency and Mission policies.

BENEFITS:

Employer's FICA and Medicare Contribution
 Contribution toward Health & Life Insurance
 Pay Comparability Adjustment (Annual across board salary increase)
 Annual Increase (pending a satisfactory performance evaluation)
 Eligibility for Worker's Compensation
 Annual & Sick Leave

ALLOWANCES (If applicable).

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230).
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600)

18. FEDERAL TAXES: USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income Taxes.

19. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the

U.S. Office of Government Ethics, in accordance with **General provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

END OF SOLICITATION